



OFFICE ASSISTANT II

\$3,025 –\$3,860 monthly, plus excellent benefits

ABOUT THE POSITION

The City of Morgan Hill is seeking candidates to fill two Office Assistant II positions – one in the Public Works department and one in the Recreation department, working at the Community and Cultural Center. These positions serve as the first contact for members of the public seeking assistance; the frequent visitors, phone calls and other clerical duties create an environment with a high level of activity and interruptions. The ideal candidates will have strong customer service skills, ability to work on multiple tasks and assignments, excellent communication skills, tact and diplomacy and a strong commitment to public service.

EXAMPLES OF DUTIES

Public Works Department:

Answer phones, greet and assist the public and other employees, providing information regarding the department's processes.

Receive cash payments from the public and process.

Direct radio traffic with accuracy and efficiency.

Perform courier runs to other City facilities.

Screen and distribute department mail.

Recreation Department:

Greet and assist clients at the main reception desk by checking on availability of classes and rooms and making reservations.

Register class participants on a computer based system; collect fees and process.

Type and/or prepare various correspondence, reports, letters, memorandums, notices, contracts etc.

Mail screening and distribution, calendaring; file management.

Attend committee meetings and take minutes of the meeting as required.

QUALIFICATIONS

Two years of general clerical or office assistant experience, preferably in a highly visible position requiring exceptional customer service skills. Graduation from high school or the equivalent. Previous experience handling heavy phones and working at a customer service counter are desired. Must be able to work independently and prioritize workload effectively. Possession of a valid California Class C drivers license in compliance with adopted City driving standards.

BENEFITS

Health Allowance and Flexible Benefits Plan

Depending upon number of dependents, the health allowance ranges from \$575 to \$1,041 per month for core health benefits. The City's flexible benefits plan includes medical and dental coverage as core benefits, and a range of optional benefits including eye care, medical and dependent care accounts, heart/stroke insurance, whole life insurance, and cancer insurance. Term life insurance policy of \$50,000, short-term and long-term disability plans at City expense.

Retirement and Other Benefits

The City offers the PERS 2.5% at 55 retirement plan, with the City paying 7% of the employee's 8% contribution. The City offers deferred compensation plans with ICMA and ITT/Hartford. The City also offers a City-paid employee assistance program and 5% bilingual pay for certified working knowledge of Spanish and American Sign Language. The City provides a tuition reimbursement program of up to \$1,000 per fiscal year. An Educational Incentive Pay program is also available.

Vacation, Sick Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of service. Employees accrue eight hours of sick leave each month. . The City observes 13.5 paid holidays, The City has a furlough between Christmas and New Years Day each year.

APPLICATION PROCESS

A completed City application form and resume are required to be considered for this position. Applications must be submitted by **5:00 p.m. on Friday, September 15. Postmarks will not be accepted. Applications will be screened on September 25 and the most qualified applicants will be invited to interview in the week of October 2.** Call (408) 779-7276 for an application, apply online at www.morgan-hill.ca.gov. Submit application materials to:

City of Morgan Hill
Human Resources Office
17555 Peak Avenue
Morgan Hill, CA 95037

Drug-Free Work Place/Agency Shop

The City is a drug-free workplace and has adopted a comprehensive substance abuse policy.

Note: Final candidates are required to pass a post offer medical examination, fingerprinting, background check and drug screen, given at the City's expense prior to appointment.

Persons appointed to this position are represented by the American Federation of State, County and Municipal Employees Local 101 (AFSCME) and will be required to either join the Union or pay an agency fee in lieu of membership.

Workforce Diversity: The City of Morgan Hill supports work force diversity. Women, minorities and individuals with disabilities are encouraged to apply.